

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PROGRAM: Rape Crisis –American Recovery and Reinvestment Act of 2009 (ARRA)

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

1. GRANT AWARD NUMBER: RR 09011325
2. DATE OF SITE VISIT June 24, 2010
3. GRANT PERIOD: July 1, 2009 – August 31, 2009
4. RECIPIENT/IMPLEMENTING AGENCY:

Project Sister Family Services
363 South Park Avenue, Suite 303
Pomona, CA 91766
(209) 223-2987

5. PROJECT DIRECTOR: Julie Boynton

PERSONS INTERVIEWED DURING SITE VISIT:

NAME

TITLE

Julie Boynton

Project Director

6. Comments:

Signature of Project Staff

Date

Signature of Program Specialist

Date

Signature of Cal EMA Section Chief

Date

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

SECTION IV – AMERICAN RECOVERY & REINVESTMENT ACT OF 2009 (ARRA) PROGRAMMATIC REVIEW

	YES	NO	N/A
1. Is the project aware that they must provide Cal EMA with a <u>valid</u> Data Universal Numbering System (DUNS) Number for the implementing agency and not the County's DUNS number? <u>Comments:</u> <i>Yes. DUNS # was provided when ARRA grant application was processed into Grant Award.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the project aware of the Central Contractor Registry (CCR) requirements? <ul style="list-style-type: none">○ Register with a valid DUNS number; and○ Renew CCR registration yearly for the life of the grant. <u>Comments:</u> _____	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Does the project understand that they report Section 1512(c) information to Cal EMA and <u>not</u> to FederalReporting.gov directly? <ul style="list-style-type: none">○ Report the total number of hours worked for each ARRA funded position on the Jobs Data Collection Sheet; and○ Completed Jobs Data Collection Sheets due to Cal EMA by 3rd working day of each month for JAG funded programs and by the 10th day of each month for VOCA or VAWA funded programs.○ Failure to submit Jobs Data by the due date could result in the project's award being suspended and/or revoked. <u>Comments:</u> <i>Yes. This information was submitted for the 2-month period of this grant award (7-8/09).</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Does project understand by accepting grant award, they agreed to: <ul style="list-style-type: none">○ Track, account for, and report on all ARRA funds (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including Cal EMA award funds from non-ARRA awards awarded for the same or similar purposes or programs. (ARRA funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of ARRA funds must be separate.); and○ Accounting systems must ensure that ARRA funds are not commingled with funds from any other source. <u>Comments:</u> _____	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Is project familiar with Office of Management and Budget, OMB Circulars which govern their organization? Circulars may be found at www.whitehouse.gov/omb/circulars . <u>Comments:</u> _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the project aware that potential fraud, waste, or abuse must be promptly referred to the federal Department of Justice, Office of the Inspector General? Additional information is available from the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

DOJ OIG website at www.usdoj.gov/oig.

Comments: _____

7. Is the project aware that ARRA funds cannot be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. ☒ ☐ ☐

Comments: _____

8. Does the project understand that by accepting the grant award, they:
- Agreed to provide Cal EMA, federal DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to ARRA funds, including such records of any subrecipient, contractor, or subcontractor; and ☒ ☐ ☐
 - Acknowledge Cal EMA, federal DOJ and GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award. ☒ ☐ ☐

Comments: _____

9. For existing staff positions, does project have documentation that the position would have been eliminated if not for Recovery Act funding? Documentation may include: ☐ ☐ ☒
- Budget comparisons and/or projections before and after the Recovery Act award date
 - Formal layoff recommendations/retractions (memos, reports) or
 - Meeting minutes where official budget decisions were made.

Comments: N/A. ARRA funds were used to bridge gap between 6/30/09 end date of FY 2008/09 Rape Crisis Program, and the FY2009/10 start date of 9/1/09. Previously, these community-based centers could not be reimbursed for July and August expenses because California's State budget has not been passed before September for several years. This new September 1st start date alleviates the need for costly bank loans, staff lay-offs, and closure of agencies on a yearly basis.

10. Is the project aware of the Performance Measures and reporting timeline for ARRA funded programs:
- Reporting of Performance Measures will be accomplished using BJA's Performance Measurement Tool (PMT); ☐ ☐ ☒
 - PMT reports must be completed on a quarterly basis (i.e., July 15, October 15, January 15, and April 15) for life of grant; and ☐ ☐ ☒
 - Failure to submit PMT reports by the due date could result in the project's award being suspended and/or revoked. ☐ ☐ ☒

(Specific to Recovery JAG funded programs only).

PERFORMANCE ASSESSMENT/SITE VISIT REPORT